

**UNITED STATES PROBATION OFFICE
DISTRICT OF VERMONT
VACANCY ANNOUNCEMENT**

Number 07-02

May 21, 2007

Position Title: United States Probation Officer
Position Type: Full Time Permanent
Location: Burlington, VT
CPS Level: Classification Level 25 to 28
Salary Range: \$36,430 to \$63,417 - depending on qualifications

Closing Date for Receipt of Complete Applications is June 22, 2007 at 5:00 P.M.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Chief, Deputy or a Supervising Probation Officer, the U. S. Probation Officer (USPO) prepares bail and presentence reports for the U. S. District Courts and makes required investigations for the U. S. Parole Commission and U. S. Military authorities. The USPO supervises persons on bail, probation, parole, mandatory release, military parole or supervised release. The USPO performs any other related duties required by the Court or the Chief Probation Officer.

QUALIFICATIONS: To qualify for the position, the applicant must be a college graduate from an accredited college or university with a degree in Social Science or in a field appropriate to the subject matter of the position. To qualify for Classification Level 25, the successful applicant must have at least one year of specialized experience. Specialized experience is progressively responsible experience in counseling and guidance with defendants or offenders in pretrial programs, community corrections, or in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist and correctional researcher. Prior experience as a probation or pretrial services officer is desirable. Most law enforcement experience does not meet the definition of specialized experience.

Because of the nature of the work that must be performed, new USPO's must not have reached their 37th birthday at the time of appointment and must be able to meet certain minimum physical requirements.

It is desirable that the applicant have some knowledge of:

- ◆ Federal criminal statutes
 - ◆ Sentencing guidelines
 - ◆ Federal parole rules, policy and procedures
 - ◆ Bail statutes
 - ◆ Federal judicial administration and structure
 - ◆ Community programs, contract services and community treatment centers
 - ◆ Federal law enforcement agencies
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The Selection Process: Applicants will be screened for these qualifications and the best qualified applicants will be invited for a personal interview in Burlington at their own expense.

Applicants invited for a personal interview will be subject to a background check including credit and criminal record checks with law enforcement agencies.

Salary and Benefits Information: Full-time employees of the United States Probation Office are not included in the governments Civil Service Classification Program. They are, however, entitled to the same benefits as other Federal Government Employees. Some of these benefits are:

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance Program offers numerous plans. (Government contributes a large share of premium and employee's share may be deducted "pretax" from gross salary.)
- ◆ Federal Employees Group Life Insurance Program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from "pretax" salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.

Application Procedures:

Visit our website at www.vtd.uscourts.gov/employment for a complete application package which includes the current U. S. Probation Officer position description, and a link to our application form <http://www.uscourts.gov/forms/AO078.pdf>. (Prospective applicants who do not have personal internet access may want to use internet resources available at public libraries, colleges, and copy centers.) Printed application packages are available upon request from the Burlington, Vermont office at 802-652-3000, ext. 628.

To be considered for this position, the completed application with a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position, and a brief writing sample is required. The nature of the writing sample is your choice, as long as it exemplifies your ability to write. It would be preferable if the item selected was something that you have previously submitted in the context of your education or work. The package must be submitted to the Burlington, Vermont office postmarked no later than June 22, 2007. "*Handwritten*," incomplete, and unsigned applications will not be considered, returned, or retained.

United States Probation Office
Attn: Maureen O'Brien
PO Box 432
Burlington, VT 05402-0432
email: maureen_o'brien@vtp.uscourts.gov

Your application will not be considered for this recruitment until each of the above listed items is received by our Administrative Manager.

Prior to appointment, applicants considered for this position will undergo a full background investigation. The selectee considered for this position will also undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at: <http://www.uscourts.gov/>.

Relocation expenses are the responsibility of the individual selected to fill the position. The individual selected must reside within fifty miles of their assigned duty station.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

Applicants must be U. S. Citizens or eligible to work in the United States

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL
OPPORTUNITY EMPLOYER**